

## Notice of Additional Security Interest

### Instructions for Additional Security Interest Holder

Except for signatures, this notice must be typed, legibly printed by hand or electronically completed and printed in blue or black ink. Complete all applicable spaces on this notice. This completed notice, a properly completed and signed [tag and/or title application, Form MV-1](#), a check or money order in the amount of \$18 made payable to the appropriate office (Office of the Tax Commissioner or the Department of Revenue), and a cover letter including instructions for the title holder should be mailed by **registered mail/overnight statutory delivery, return receipt requested**, or delivered in person to the first recorded lien or security interest holder having custody of the certificate of title. The cover letter should include mailing instructions (name and address of applicable County Tag Office or the Motor Vehicle Division) and the required timeframe for mailing. Retain the registered mail receipt or proof of in-person delivery in your files.

#### **First Lien or Security Interest Holder's Name & Address Section**

First Lien or Security Interest Holder's Name (Having custody of the certificate of title)
Mailing Address
City, State & Zip Code

#### **Vehicle Owner's Name, Address & Signature Section**

Owner(s)' Typed or Printed Full Legal Name(s)
Owner(s)' Driver's License Number(s) & State/Country of Issue
Owner(s)' Current Address including city, state & zip code
Owner(s)' Signature(s) – If the vehicle is jointly owned, each owner <u>must</u> sign.

#### **Vehicle Description & Additional Security Interest Holder's Name, Address & Signature Section**

Vehicle Year & Make	Vehicle Body Style	Vehicle Model	Vehicle Identification Number (V.I.N.)
Additional Security Interest Holder's Name			
Additional Security Interest Holder's Mailing Address including city, state & zip code			
Signature of the Authorized Representative of the Additional Security Interest Holder			

#### **Instructions for First Lien or Security Interest Holder Having Custody of Certificate of Title**

**You are hereby notified**, as provided for in §40-3-52 of Georgia Law that we/I the above named additional security interest holder have the right to the following:

☐ Addition of a Security Interest

☐ Release of a Security Interest/Lien

On Georgia Certificate of Title \_\_\_\_\_, that was issued for the vehicle described in this notice and on the attached title application.

Within ten (10) days of the receipt date of this notice, you are required by law to mail this notice, the completed [tag and/or title application, Form MV-1](#), the check or money order for \$18, any other received items, if any, with the original Georgia Certificate of Title to the applicable County Tag Office or the Motor Vehicle Division. See the mailing instructions in the cover letter.

Once a certificate of title is issued reflecting this additional security interest holder, the title will be mailed to you, if you remain the first recorded lien or security interest holder.

If you do not have possession of the certificate of title described herein, check this box ☐ and return this notice and all attachments and fees to the additional security interest holder.

**Department of Revenue/Motor Vehicle Division, P. O. Box 740381, Atlanta, Georgia 30374-0381**